

MONTANA TEACHERS' RETIREMENT SYSTEM

EMPLOYERS' MANUAL

INDEX OF UPDATES

TO: School Clerks and Business Officials

FROM: Montana Teachers' Retirement System (TRS)

DATE: June 9, 2003

SUBJECT: TRS Employers' Manual Updates

The following replacement pages for the Montana Teachers' Retirement System Employers' Manual listed in **bold** type may be downloaded and printed from the TRS website at <http://www.trs.doa.state.mt.us>. Please retain the 'Index of Updates' in the introduction section of the manual.

| <u>SECTION (S)</u> <u>& PAGE (P) #</u> | <u>DATE</u> <u>REVISED</u> | <u>SUBJECT</u> |
|---|-------------------------------|--|
| Intro. i | 11/2002 | Introduction and Disclaimer |
| Intro. ii | 11/2002 | Index of Forms, Tables and Rate History |
| Intro. iii | 06/2003 | Index of Updates |
| Intro. iv | 06/2003 | Index of Updates, Cont. |
| Intro. v | 06/2003 | Index of Updates, Cont. |
| S1 P1 | 11/2002 | General Information Contents |
| S1 P2 | 11/2002 | TRS Mission Statement, Internet Access to the TRS, Summary of Information Handbook, Updating TRS Reporting Contact Information, TRS Employer Number, Future Updates to the Employers' Manual |
| S1 P3 | 11/2002 | Contacting the TRS Office |
| S1 P4 | 11/2002 | Definitions |
| S1 P5 | 11/2002 | Reportable Earned Compensation, Sabbatical Leave |
| S1 P6 | 06/2003 | Rate History |
| S2 P1 | 11/2002 | Employer Responsibilities Contents |
| S2 P2 | 06/2003 | Responsibilities as prescribed by 19-20-208 MCA |
| S2 P3 | 11/2002 | Responsibilities as required by the TRS Board |
| S3 P1 | 11/2002 | TRS Membership Contents |
| S3 P2 | 06/2003 | Membership Eligibility, TIAA-CREF Members, MT TRS Statement of Account |
| S3 P3 | 11/2002 | Record for Membership Form |
| S3 P4 | 11/2002 | Sample Record for Membership Form |
| S3 P5 | 11/2002 | Beneficiary Designation Form |
| S3 P6 | 11/2002 | Sample Beneficiary Designation Form |
| S3 P7 | 11/2002 | Sample Beneficiary Designation Form Continued |
| S3 P8 | 11/2002 | Sample Beneficiary Designation – Attachment Form |
| S3 P9 | 11/2002 | New TRS Member Questionnaire |
| S3 P10 | 06/2003 | Sample New TRS Member Questionnaire |
| S3 P11 | 11/2002 | Membership of Full-time Employees, Membership of Part-time Employees, Membership of Substitute Teachers and Part-time Teacher's Aides |
| S3 P12 | 06/2003 | Sample Substitute Teacher or Part-time Teachers' Aide Membership Election Form |
| S3 P13 | 11/2002 | Change of Home Mailing Address |
| S3 P14 | 11/2002 | Sample Change of Home Mailing Address Form |

INDEX OF UPDATES, Cont.

| <u>SECTION (S) & PAGE (P) #</u> | <u>DATE REVISED</u> | <u>SUBJECT</u> |
|---|-------------------------|--|
| S4 P1 | 11/2002 | Reporting Procedures Contents |
| S4 P2 | 11/2002 | Reporting Requirements, Reporting Contributions |
| S4 P3 | 11/2002 | Member Service Credit, TIAA-CREF Members, Overages and Shortages, Methods of Reporting |
| S4(a) P1 | 11/2002 | Monthly Earnings and Contribution Reporting Via Turnaround Billing Report (TBR) Contents |
| S4(a) P2 | 11/2002 | Monthly Earnings and Contribution Reporting TBR |
| S4(a) P3 | 11/2002 | Summary Sheet TBR |
| S4(a) P4 | 11/2002 | Summary Sheet - Key |
| S4(a) P5 | 11/2002 | Regular Contributions Detail Sheet TBR |
| S4(a) P6 | 11/2002 | Regular Contributions Detail Sheet - Key |
| S4(a) P7 | 11/2002 | New Member Page TBR |
| S4(a) P8 | 11/2002 | Report of Retired Members Working on a Part-time or Substitute Basis TBR |
| S4(b) P1 | 11/2002 | Monthly Earnings and Contribution Reporting Via Diskette Contents |
| S4(b) P2 | 11/2002 | Diskette Reporting Instructions |
| S4(c) P1 | 06/2003 | Monthly Earnings and Contribution Reporting Via TRS Web Contents |
| S4(c) P2 | 11/2002 | Contents, Cont. |
| S4(c) P3 | 11/2002 | MOTRS Submission, TRS On-line Earnings and Contribution Reporting System |
| S4(c) P4 | 11/2002 | Employer Internet Reporting Sign-up Form |
| S4(c) P5 | 06/2003 | TRS Web Site Home Page Screen |
| S4(c) P6 | 06/2003 | TRS Web Site Employers |
| S4(c) P7 | 11/2002 | On-Line Web Reporting |
| S4(c) P8 | 11/2002 | Login Screen |
| S4(c) P9 | 11/2002 | TRS On-Line Main Screen |
| S4(c) P10 | 11/2002 | TRS On-Line Menu Options |
| S4(c) P11 | 11/2002 | Loading Info. to the TRS On-Line System, Upload File to the TRS |
| S4(c) P12 | 11/2002 | Upload File to the TRS, Cont. |
| S4(c) P13 | 11/2002 | File Upload Screen (Sample) |
| S4(c) P14 | 11/2002 | Upload Confirmation Screen |
| S4(c) P15 | 11/2002 | Contribution Edit Listing |
| S4(c) P16 | 11/2002 | Messages Screen (Sample) |
| S4(c) P17 | 11/2002 | Contribution Messages Screen (Sample) |
| S4(c) P18 | 11/2002 | Correcting Errors |
| S4(c) P19 | 11/2002 | Contribution Edit Listing Contribution Summary |
| S4(c) P20 | 11/2002 | Contribution Edit Listing - Contribution Summary, Cont. |
| S4(c) P21 | 11/2002 | Monthly Reporting Requirements Key for the 'Contributions Summary' Screen |
| S4(c) P22 | 11/2002 | Copy From Previous – Create and Modify Report Period (Sample) |
| S4(c) P23 | 11/2002 | Copy From Previous – Create and Modify Report Period, Cont. |
| | | Contribution Summary Screen (Sample) |
| S4(c) P24 | 11/2002 | Create New Report Period or Adjustment |
| S4(c) P25 | 11/2002 | Create New Report Period or Adjustment, Cont. |
| S4(c) P26 | 11/2002 | Monthly Reporting Requirements Key for the 'All Contributions' Detail Screen |
| S4(c) P27 | 11/2002 | Contribution Summary Screen (Sample) |
| S4(c) P28 | 11/2002 | Termination Pay Calculator |
| S4(c) P29 | 11/2002 | Contact & Browser Information, Change Contact Information |

INDEX OF UPDATES, Cont.

| <u>SECTION (S) & PAGE (P) #</u> | <u>DATE REVISED</u> | <u>SUBJECT</u> |
|---|-------------------------|---|
| S5 P1 | 11/2002 | Purchasing Additional Service Contents |
| S5 P2 | 11/2002 | Veterans Called to Active Duty, Verification of Substitute Teaching or Teachers' Aide Service |
| S5 P3 | 11/2002 | Sample Verification of Substitute Teaching or Teachers' Aide Service |
| S5 P4 | 11/2002 | Model Resolution |
| S5 P5 | 11/2002 | Sample Model Resolution |
| S5 P6 | 11/2002 | Sample Model Resolution, Cont. |
| S5 P7 | 11/2002 | Purchase of Additional Service with Taxed Dollars, Reporting Additional Contributions – with Taxed Dollars |
| S5 P8 | 11/2002 | Purchase of Additional Service with Taxed-Deferred Dollars, Reporting Additional Contributions – with Taxed-Deferred Dollars |
| S5 P9 | 11/2002 | Sample Service Purchase – Irrevocable Election Form |
| S5 P10 | 11/2002 | Sample Service Purchase – Irrevocable Election Form, Cont. |
| S6 P1 | 11/2002 | Termination Pay Contents |
| S6 P2 | 11/2002 | Reportable Termination Pay, Termination Pay Options |
| S6 P3 | 11/2002 | Excess Earnings |
| S6 P4 | 11/2002 | Bonuses and Incentives, Termination Pay - Irrevocable Election Form |
| S6 P5 | 06/2003 | Sample Termination Pay - Irrevocable Election Form |
| S6 P6 | 06/2003 | Sample Termination Pay - Irrevocable Election Form |
| S6 P7 | 11/2002 | Calculation of Termination Pay Contributions |
| S6 P8 | 11/2002 | Termination Pay Contribution Rates |
| S6 P9 | 11/2002 | Termination Pay Form Instructions |
| S6 P10 | 11/2002 | Termination Pay Form Instructions, Cont. |
| S6 P11 | 11/2002 | Sample Termination Pay Form – Option 1 |
| S6 P12 | 11/2002 | Sample Termination Pay Form – Option 2 |
| S6 P13 | 11/2002 | Reporting Termination Pay Contributions |
| S7 P1 | 11/2002 | Pre-Retirement Planning Contents |
| S7 P2 | 11/2002 | Retirement Date, Retirement Benefits |
| S7 P3 | 11/2002 | Sample Request for an Estimate of Retirement Benefits |
| S7 P4 | 11/2002 | Disability Retirement Benefits, Death of an Active Member |
| S7 P5 | 11/2002 | Sample Deceased Active Member Check List |
| S8 P1 | 06/2003 | Retiree/Beneficiary Information Contents |
| S8 P2 | 11/2002 | Internet Access to the TRS, Part-time Employment after Retirement Earnings, Median AFC History, Earnings after Disability Retirement |
| S8 P3 | 11/2002 | Reportable Earned Compensation for Working Retirees, Independent Contractors, Exemption from Legal Process |
| S8 P4 | 11/2002 | Withholding Group Insurance Premiums from Retirement Benefits |
| S8 P5 | 11/2002 | Sample Authorization for Deduction of Health Insurance |
| S9 P1 | 11/2002 | Employer Refunds/Member Withdrawals Contents |
| S9 P2 | 11/2002 | Overpayments Refunded by the TRS to an Employer, Overpayments Refunded by the TRS to a Member |
| S9 P3 | 11/2002 | A TRS Member Withdrawal |